

Copying a 25Live Resource



Security Note

To copy a resource, your 25Live user must have appropriate permissions set in Group Administration:

- Admin: 11.0 *Create, Edit and Copy Resources*

You will also need either of the following sets of privileges:

- Edit, Delete, Copy [Object Security](#) rights for the resource that you are copying
AND
[Default Security](#) - Resources = **Edit** or higher
- **OR** the ability to override resource security requirements: Admin: 23.0 *Override Resource Security* = **Yes**

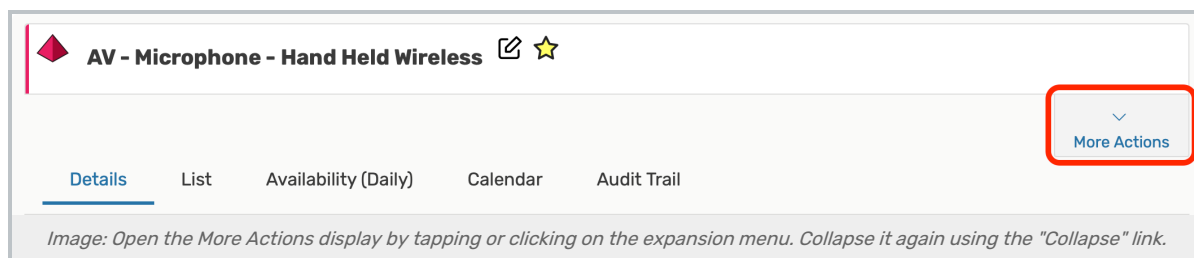
Accessed via the **More Options** display when [Viewing Resource Details](#), 25Live provides users with sufficient permission the ability to use the current resource they are viewing as a base to create a new resource.

How to Copy a Resource to Create a New Resource

1. Go to a Resource's Details View

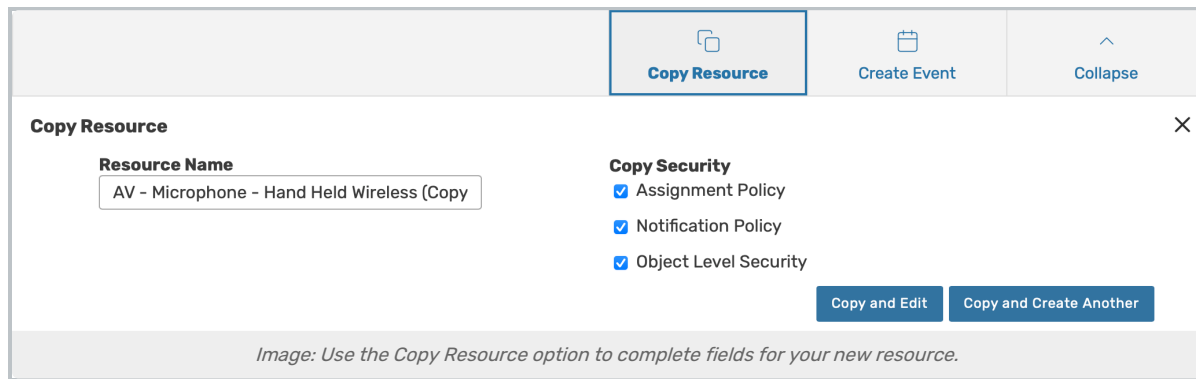
Find the resource you would like to use as a base or template for your new resource, and go to [its details view](#). You can do this by using [favorited links](#) from your [home dashboard](#), [searches](#), or when [viewing calendars or availability grids](#).

2. Open the More Options Display



Use the **More Actions** link to open the display in the resource's details view.

3. Use the Copy Resource Link, And Complete Fields



Copy Resource

Resource Name
AV - Microphone - Hand Held Wireless (Copy)

Copy Security
☒ Assignment Policy
☒ Notification Policy
☒ Object Level Security

Copy and Edit Copy and Create Another

Image: Use the Copy Resource option to complete fields for your new resource.

Open the **Copy Resource** options view, then complete the information needed for your new resource.

- **Resource Name**- The unique name for your new resource
 - *Note: Be sure to remove the automatically added "(Copy)" text*
- **Copy Security**- Optional checkboxes that allow you to copy the security policies related to this resource:
 - *Assignment Policy*- Policies that specify which security groups can assign individual spaces or resources to events and when
 - *Notification Policy* - Specifies the individual or individuals that need to receive a notification when an event using the data item is created or changed
 - *Object Level Security* - Security that controls security group access to individual 25Live objects, including spaces, resources, cabinets, folders, events, organizations, and reports

4. Save Your New Resource

Use the **Copy and Edit** button to save your new resource's information and view its details in **Edit Mode** to add more details.



Tip: You May Also Choose to Create Another

You may also use the **Copy and Create Another** button to create an additional resource copy using the same settings and information you just completed.